

The Hamptons Community League

April 22, 2015

Board Meeting Minutes

Attendance:

- 1) Natalie Szekely – present
- 2) Miranda Jimmy – excused
- 3) Arlene Thomsen – present
- 4) Kat Parry - present
- 5) Janelle Beblow - present
- 6) Ashley Kehler – excused
- 7) James Magilton – present
- 8) Lynda Sherman – present
- 9) Jamie Peers - excused
- 10) Jason Murray – present
- 11) Phil Odegard – present
- 12) Oupkar Phul - excused
- 13) Wanda Nistor - excused

Natalie called to order at 7:20 pm

Guests: Amanda Henry, EFCL

Krishna Tailor, Representative from Alberta Party – running for MLA in our riding, gave background on himself and information on his party and his platform

Howard Lawrence, Abundant Communities

Additions: Neighborhood Pace Car Program

Motioned by Janelle, James seconded to approve agenda – motion carried

Approval of February minutes to be deferred until all parties involved in discussions surrounding payment of Soccer positions and discussions of “conflict of interest” have been consulted and then resolved.

Lynda requested the wording of “will take up the majority of her time over the next year” to be removed from her Facilities Director Report in the March minutes. No other amendments to March board meeting minutes. Janelle motioned the minutes of March’s board meeting be accepted as amended, James seconded – motion carried.

Howard Lawrence from Abundant Communities spoke about the wonderful new program we will be having in The Hamptons to be led by Lynda Sherman as the Co-ordinator. Howard has been instrumental in bringing this program to Edmonton and has seen great success in the “infant” stages and is quite excited to see us become the first “new” community to facilitate this venture in order to bring our neighborhood closer together and build a network of relationships which gives us the power to act together.

a) Unfinished Business

1. Ruth was still waiting for everyone’s input from the Board retreat (a) in 5 years where do you see The Hamptons Community League? (b) what will the role of the Community League be in your neighborhood? (c) in your opinion what should be the top 3 priorities of the Community League for 2015? (d) what are your top 3 goals for your current position? Please complete your answers and give to Natalie at the end of the meeting and she will give to Ruth for presentation at our May meeting.
2. Soccer Program Update: 74 kids enrolled, open registration for maximum enrollment, t-shirts have been ordered, 24 volunteers needed, 20 secured, calls in for remaining 4. Parent notifications need to be sent, security checks need to be done and no response regarding VOAN application as of yet. Team lists prepared, will be starting after May 1st when City of Edmonton fields open in order to utilize City of Edmonton Field Closure line.

b) Amanda Henry - EFCL

1. Brings greetings from EFCL.
2. Community League Showcase reminder.
3. 100th Anniversary of Hawrelak Park upcoming, EFCL is involved with commemoration.
4. AGM is upcoming – notice via e mail will go out.
5. Community of Trumpeter is possibly looking to officially form a Community League.

c) Ruth Wong-Miller

1. Green Shack Program is being finalized and once is ready, she will send out posters to us and the two schools for promotion. (blue park location)
2. The “youth program” which was previously mentioned to take place at Bessie Nichols during the week possibly on Fridays, has been changed (because of our feedback), promotional poster to be provided as soon as it is available.
3. A reminder about the Bike safety program on May 30, upon our suggestion, she will be connecting with the program team who will ensure a portion of the parking lot is blocked off for the program and not taken up by cars parked for the soccer tournament.
4. Lewis Farms Recreational Centre Open House is tomorrow, April 23rd from 4:00pm – 8:00pm at Winterburn School. Lewis Farms Recreational Advisory Committee have agreed to have representation from The Hamptons Community League on the Committee. Natalie will e mail request to Board to see if any Board members are interested in serving on this Committee.

d) A very lengthy discussion regarding the resignation of Lynda Sherman as Soccer Administrator and Jamie Peers as Sports Director as well as the “conflict of interest” issue then followed. It was decided to hold a separate meeting specifically to address the conflict of interest issue with a mediator, and to create a conflict of interest policy for The Hamptons Community League. Natalie will contact the Mediation and Restorative Justice Centre to obtain a Mediator for this meeting.

e) Meeting location discussion – Lois Hole Library is not an option – not open late enough, booked too far in advance, Lynda is looking into utilizing the Smart Board at SAB to conference in.

f) Naming of Blue Park – do we want to include letter of support in the file? Arlene motioned we do not include a letter of support to include in the file for the naming of the Blue Park to the Doug Kelly Park and leave the naming request as is, Phil seconded – motion carried.

g) Communications Director – Janelle

1. Janelle motioned to be reimbursed \$82.12 for printing and photocopying for the soccer and basketball programs, Arlene seconded – motion carried.
2. Janelle posted our monthly meeting schedule and agenda on website and will continue to do so in advance of future meetings, raise awareness of our monthly meetings on website, promos on facebook.
3. Set up e mail address for Phil for Neighborhood Watch, addressed Jason’s email issues, investigated solutions for board emails going into people’s “junk” email, provided guidance on CASL compliance for the soccer program to Jamie and Lynda, asked to

promote new version of our Community Walks program - Ashley provided information today so Janelle will do that going forward.

4. Lynda and Jamie had requested additional promotions for soccer, Janelle has almost completed them and will provide this weekend through all our various channels.
5. Janelle submitted information on our Babysitter Meet and Greet for the EFCL Showcase, Natalie and Lynda will attend on our behalf.
6. Miranda and Janelle met to discuss the development of a Twitter account for The Hamptons Community League and the account was started on Monday, Twitter handle is @theHamptonsCL
7. Started promotions for the "Outgrown it Sale" and the "Community Garage Sale". Bessie Nichols has taken the lead on the promotions for the Community Garage Sale.
8. The Glastonbury Gazette was supposed to be published March 30th, however, is delayed and should go to the printer by the end of this week and will hopefully be out the beginning of May.
9. Wanda has been working on posts for facebook – election polls, bike safety and the Rec Centre.

h) Neighborhood Watch – Phil

1. Phil has the information from the Edmonton Neighborhood Watch Program, however, has not been in contact with them yet with regards to the programs and information available for our area.

i) Civics Director – Jason

1. Received an e mail from a resident of Copperwood regarding a rezoning application from an RSL to RF4. Resident opposed to rezoning and discussion followed on how much we as a Community League want to become involved in the rezoning application. A Town Hall Meeting was discussed as an option, a contact name at the City of Edmonton Rezoning Department was given to Jason. Natalie to investigate why we did not receive notification of this rezoning application.
2. Jason asked Amanda if she had any other contacts with the City of Edmonton Transportation Department as he was having issues contacting them. Specifically regarding the Pace Car Program – Habib's contact information was provided to Jason.

j) Facilities Director – Lynda

- 1) Motions – if you have issues or motions you wish to present at a meeting, submit via e mail information supporting your motion, pre-approval of expenditures included. Privacy must

“trump” information. Specific dollar amounts will not be included. Lynda motioned we submit motions via e mail prior to our board meetings wherever possible with information supporting motion, James seconded – motion carried.

k) Membership Director – James

- 1) Lynda to give all memberships that have not been data entered to James.
- 2) New membership card/packages come out end of April, member of Board to go to EFCL to pick up. Phil volunteered.

l) Program Director - Ashley

1. Garage Sale – May 23rd from 10:00am – 4:00pm at Bessie Nichols School in support of their Playground fundraising efforts. 5 people signed up so far. Will check with Tara to see how many tables have been sold, Garage Sale has been advertised in the Bessie Nichols School Zone Newsletter, also needs to organize volunteers for the Community League table, so will connect with Lynda for a list of volunteers from soccer registration. Board members will also “man” the table.
2. Ashley also looking for Community League to host a “Family Fun Run” next Spring.

m) Sports Director – Jamie

1. Natalie will follow up with Jamie regarding his resignation as Sports Director for clarification.

n) Social Director – Oupkar

1. Due to personal commitments, Oupkar has resigned her position as Social Director effective immediately, however, would like to assist on a volunteer level going forward.

o) Secretary – Arlene

1. Nothing to report.

p) Treasurer - Kat

1. Kat, Miranda and Lynda all met at the EFCL office for some assistance with financial matters pertaining to the Treasurer’s position. Overall, we are in good shape, following proper procedures – just need to add a synoptic journal for reporting/recording purposes.
2. Kat will begin to utilize “google docs” to keep Board apprised in “real time” of expenditures, income, balance, etc. and she will send out a “view only” link for Board members.
3. Record keeping – will separate petty cash from our float. Petty cash to be utilized for the “small stuff” ie postage and emergencies. On average, the float should have \$50.00 and the petty cash will have between \$100.00 and \$200.00. Float to be utilized for events with

“change” ie loonies, toonies to make change for customers. A tape calculator to be utilized and then double signed at the end of each event for replenishment.

4. Reconciliation of registration – should be completed at the end of each event. The cash and cheques to be counted at the end of the day, the money collected should be deposited to the Bank within 24 hours. At minimum – the cash should be counted, reconciled and deposited each day and the cheques to be completed at a later date if the event is large or spans over more than one day. Looking at a fillable PDF registration form for the future.
5. Handling volunteer cheques – Kat will continue to hold the “volunteer deposit cheques” as a record is required.
6. Expenses – pre-approval is the best practice for expenses and we should move towards creating a budget for each repeated expense.
7. Kat motioned we spend up to \$200.00 for the purchase of one (1) tape calculator, tape and one (1) petty cash box, Jason seconded – motion carried.
8. Kat requested the Active After School registration forms be amended in the future to indicate whether participant pays by “cash or cheque” as reconciliation was very difficult when it came to depositing and balancing. She received more cheques than registration forms, so it would be beneficial if at least it could be written somewhere on the registration document the form of payment.

q) Vice President – Miranda

1. Miranda will be or has attended the following neighboring Community League AGM’s: Lessard Community League, LaPerle Community League, Lynnwood Community League, Cameron Heights Community League and Callingwood Lymburn Community League. She will then provide a report at our next meeting with the highlights of each meeting.
2. She is in the process of completing the application form for the Casino and Gaming License and is getting supporting documents from Natalie and Kat. She hopes to have the completed application submitted in early May. She has also been researching other potential grants we may be eligible to apply for through the City of Edmonton and the Province. She will share the report with us prior to the next meeting so we can discuss if we would like to proceed with any funding applications.
3. The project she was working on with EFCL will not be going forward due to funding constraints.
4. She participated in the meeting on April 14th with Kat and Lynda and EFCL to review our financial procedures.

5. She met with Janelle on April 20th regarding communications and will be supporting her with social media.

r) President – Natalie

1. Communities in Bloom – no cost for our neighborhood to participate, Natalie, Janelle and Arlene to form sub-committee.
2. Outdoor pool swim time! \$553.70 for us to provide unlimited swimming for our community league members during summer months – various times at various pools throughout the City. Natalie to send copy of participating pools with times to Janelle for our website. Payment is not due until December 2015. Arlene motioned we spend \$553.70 for us to provide our community league members the benefit of “free swimming” at outdoor pools during specific times during the summer, James seconded – motion carried.
3. Council initiative on public engagement – report available if anyone interested.
4. VOIP – internet phone line, balance is below \$5.00. Lynda motioned we pay \$50.00 to VOIP to increase our funding to provide internet phone service for the Community League, Jason seconded – motion carried.
5. Grant application will now be filed as all information has been collected! Will be submitted tomorrow.

Natalie adjourned the meeting at 10:10PM